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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #12**

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Acting Supervisor
Child and Adult Care Food Program

DATE: June 12, 2003

SUBJECT: REVISIONS TO FAMILY DAY CARE HOME SPONSOR MEMO #11

Please make the following revisions to page 4 of FY 2003 Family Day Care Home Sponsor Memo #11 in the section:

RENEWING PROVIDERS

All "rollover" data must be submitted electronically to MDE in a .txt (text file) format. Paper documents will not be accepted. This data must be submitted no later than October 10, 2003.

To eliminate duplication of data, and to expedite the electronic rollover process, we request you send your electronic text file as complete as possible.

Do not send any text files prior to October 1, 2003.

Late rollovers must also be submitted electronically. Paper documents will not be accepted.

Email your text file to Ginger Czubak at czubakg@michigan.gov. Label your text file with the Sponsor name and "Rollover FY2004". Example: NW4CRollover FY04.

The data on the rollover text file must be set up as specified in Family Day Care Home Sponsor Memo #11, page 4, May 14, 2003.

If you have any questions regarding this memorandum, please do not hesitate to contact Ginger Czubak, (517) 335-2403 or czubakg@michigan.gov.

MJM:glc

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